

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	ODNR Post-Construction Services Consultant List FY 27/28	Response Deadline	June 26, 2026	2:00PM	local time
Project Location	Various	Project Number	DNR-279500		
City / County	Various / Various	Project Manager	Various		
Owner	ODNR	Contracting Authority	ODNR		
Delivery Method	Various	Prevailing Wages	None		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to [engineering@dnr.ohio.gov](mailto:engineering@dnr.ohio.gov). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to [engineering@dnr.ohio.gov](mailto:engineering@dnr.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) intends to pre-qualify firms to provide testing, investigation, analysis, and specialty services for post-construction investigations and/or remediation projects. The services will be contracted directly with ODNR or assigned as a sub-consultant to the design professional selected for the project, depending on the specific scope of services required for the project.

Services are in support of ODNR administered projects. Consultants are generally utilized for small projects or specialized tasks. The projects will vary in scope, size, complexity and location.

This selection is used to determine a list of prequalified firms that will be eligible for award of contracts for the period beginning August 18, 2026 and ending August 17, 2028. ODNR reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

Upon completion of the selection process, ODNR will seek Controlling Board approval for establishment of the Consultant List for use on projects administered by ODNR.

The number of pre-qualified post-construction consultants selected through this process is within the discretion of ODNR. While pre-qualified status means that a firm is eligible for award of contracts, ODNR does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

The short-listing, solicitation, selection, negotiation, contracting, administration, management and payment of services of consultants will be the responsibility of ODNR. Consultant selections will be in accordance with Section 153:1-1-02 of the Ohio Administrative Code. Selection of consultants under \$50,000 may be in accordance with either Section 153:1-1-02 of the Ohio Administrative Code or Section 153.71(A) of the Ohio Revised Code. All aspects of the project and related issues will be implemented and managed consistent with ODNR's policies and procedures.

#### B. Scope of Services

Work assignments for post-construction investigation and/or remediation projects may include:

- Architecture and engineering services (any engineering discipline);
- Preparation of cost estimates;
- Quality assurance testing, observation and reporting;
- HVAC testing, adjusting and balancing;
- Enhanced commissioning services;
- Soil testing and engineering;
- Various studies, investigations, and root cause analysis:
  - mechanical, electrical, plumbing and technology (MEPT);
  - geotechnical;

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- Civil;
- Structural;
- Masonry;
- Roofing and building envelope evaluation, including moisture and humidity measurement, thermal imaging, and destructive testing;
- Electrical power quality analysis, including data logging of voltage fluctuations, harmonics, outages and other anomalies;
- Commercial flooring, wood flooring;
- Food service and kitchen equipment;
- Fire suppression and alarm systems;
- Environmental, including hazardous materials assessments;
- Survey;
- Underwater investigations; and
- Interiors.

Services will be provided in accordance with OFCC standard form of Consultant Agreement. As a project is identified for post-construction services, ODNR will notify a pre-qualified firm or firms of the project and provide a scope of work. Only the firm(s) selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

ODNR will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, ODNR will inform the firm in writing of the termination of negotiations and may enter into negotiations with another firm on the pre-qualified list.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <https://ofcc.ohio.gov>.

The Ohio Department of Natural Resources Division of Engineering has developed a set of design guidelines for construction projects. It is expected that all architects, engineers, consultants, and contractors will be familiar with and utilize, as required, these design guidelines which will serve as the preference for all construction projects when developing final project specifications. A complete set of current guidelines are available at <https://ohiodnr.gov/business-and-industry/services-to-business-industry/design-guidelines-all>.

Column 1 of the Relevant Project Experience Matrix in Section F should be used by the submitting firm to identify the firm's lead discipline and/or specialty area(s) (i.e., architectural, landscape architectural, civil engineering, MEP engineering, etc.). Projects included in Section F should demonstrate the firm's experience in the identified area(s).

For purposes of completing the Relevant Project Experience Matrix in Section F of the *Statement of Qualifications* (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience in conducting preliminary investigations, facility and existing conditions assessments, Hazardous Materials Assessments, Enhanced Commissioning and Operations Services and providing comprehensive reports that include design alternatives analyses, proposed scope recommendations and cost estimates
2. Experience in providing full design services for rehabilitation or improvement projects.
3. Experience with specialized permitting such as USACE, EPA, Department of Health, Environmental, etc.
4. Experience with alternative construction delivery methods such as CMR and Design-Build.
5. Experience as a criteria architect/engineer in a Design-Build delivery model.
6. Experience providing construction administration services including construction-testing services.
7. Experience working for with State of Ohio or other public entity construction-related contracts and capital project administration processes.

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**C. Estimated Budget / Funding**

State Funding: \$Varies  
 Other Funding: \$Varies  
 Construction Cost: \$Varies  
 Total Project Cost: \$Varies

**D. Anticipated Schedule**

Professional Services Start: 08/ 26  
 Construction Notice to Proceed: N/A  
 Substantial Completion of all Work: N/A  
 Professional Services Completed: 08/ 28

**E. Estimated Basic Fee Range** (see note below)

Varies% to Varies%

**F. EDGE Participation Goal**

Percent of initial Total A/E Fee: 5.0 %

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

**G. Basic Service Providers Required** (see note below)

Lead A/E Discipline: Architecture or Engineering  
 Secondary Architecture  
 Disciplines: Civil Engineering  
Structural Engineering  
Mechanical-Electrical-Plumbing Eng.  
Fire Protection Engineering  
Surveying  
Commissioning Services  
Hazardous Materials Services  
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**H. Additional Service Providers Required**

Lead and/or secondary disciplines will vary depending on assignment  
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NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

**I. Evaluation Criteria for Selection**

# Architect / Engineer Selection Rating Form

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The following criteria for selection will be used for prospective firm evaluation:

- Relevant experience, licensure and/or certification of key staff
- Past performance of the firm on similar projects and assignments
- Knowledge of State of Ohio contracting processes
- Resources and capacity to meet the needs of a typical project

Interested firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

### J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, TABB, NEBB, AABC, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

# Consultant Selection Rating Form

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Project Name ODNR Post-Construction Services Consultant List  
 Project Location Various  
 Project Number DNR-279500

Proposer Firm \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location and EDGE Status (Maximum 10 points)</b>			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	10	
	EDGE Certified	5	
<b>2. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Discipline Leads	Experience and qualifications of key discipline leads to perform effectively and collaboratively	0 - 15	
b. Licensed and/or certified professionals within firm available to perform the work	Licensure and/or certification in relevant disciplines as identified in submittal	Pass/Fail	
<b>3. Overall Consulting Firm Experience (Maximum 20 points)</b>			
a. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 15	
b. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0	
	2 to 3 projects (Average)	3	
	More than 3 projects (High)	5	
		<b>Subtotal</b>	

Notes:

ODNR Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_